

**Business Technology Medical Office Advisory Committee**

**Meeting Agenda**

**Date: Monday, April 22, 2013**

**Time: 5—7 p.m.**

**Meeting Room Location: Scarpelli Hall, Room 217 (Top floor)**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair
 | N/A | 5 min. |
| 1. Welcome and Introductions – Committee Chair
 | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting - Chair

Approval of Minutes from June 2012 Meeting-Chair | Corrections indicated and/or approval of minutes as written. | 10 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn
* Virtual Notebook
* Updated labor markets reports on the website
 |  | 10 min. |
| 1. Vision 2020-Genevieve Howard
 |  | 5 min. |
| 1. Director/Division chair Report
 |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 10 min. |
| 1. New Business-Committee Chair
* Review of committee membership
* Assessment-Dr. Shannon Brown
* BMED 040/Math changes-Barbara & Sunnie
* Election of Chair & Vice Chair
 | New business items are addressed by the committee. | 20 min. |
| 1. Summary of follow-up action items and adjournment – Committee Chair
 | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date – Committee Chair
 | Meeting date established. | 5 min. |